

ANNOUNCEMENT NUMBER: 03-16

OPEN TO: All Interested Candidates

FROM: Leilani J. Boyle, Human Resources Officer

POSITION: Nurse – FSN-09*/FP-05** (Full Performance Level)
FSN-08*/FP-06** (Trainee Level)

OPENING DATE: January 25, 2016

CLOSING DATE: February 8, 2016

WORK HOURS: Part-Time, 20 hours per week

SALARY: *Ordinarily Resident (OR) starting salary:
Position Grade: FSN-09; QRs. 154,085 p.a.
Position Grade: FSN-08; QRs. 130,854 p.a.

**Not-Ordinarily Resident (NOR)
Position Grade: FP-05; US \$51,560 p.a.
Position Grade: FP-06; US \$46,093 p.a.
(Position grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Doha, Qatar is seeking an individual with the required work permit for employment in country for the position of Nurse in the Health Unit.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Management Officer, this position provides the full range of professional nursing services to American and Locally Employed Staff at the U.S. Mission in Doha. Medical Supervision is provided by the Regional Medical Officer.

The complete position description listing all duties and responsibilities is [here](#).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Registered Professional Nurse who is a graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent; OR Non-Western Trained local Registered Professional Nurse from a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the

RMO and/or M/MED) and be fully credential/licensed in the host country is required.

2. Prior Work Experience:

FSN-09/FP-05 (Full performance level): At least two years previous experience, one of which from a U.S. government facility medical unit.

FSN-08/FP-06 (Trainee level): At least one year of hospital or outpatient nursing is required.

3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading in English is required.

4. Knowledge Skills and Abilities: The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer. Communicate with vendors as well as mission staff.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)); and

2. Any additional documentation that supports or addresses the requirements listed above (e.g., essays, certificates, awards).

3. Candidates who claim US Veterans preference must provide a copy of their **Form DD-214** with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the [DS-174](#).

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

HRODoha@state.gov

POINT OF CONTACT

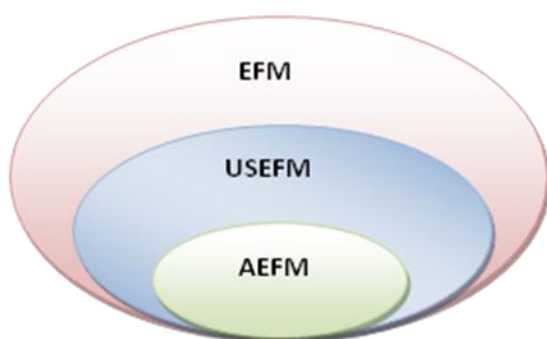
Telephone: (+974) 4496-6000 Ext. 6737 or 6712

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Doha provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member

- who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **US Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;

- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

POSITION DESCRIPTION LISTING ALL DUTIES AND RESPONSIBILITIES

POSITION TITLE: NURSE	POSITION GRADE: FSN – 09/08 FP - 05/06
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MAJOR DUTIES AND RESPONSIBILITIES

A. Responsible for the Health Orientation of New Arrivals

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Orientation to the local health care system
- Distribute a copy of the Health and Medical Information Booklet to all new employees
- Complete age appropriate health promotion reviews

B. Coordinate Medical Clearance Examinations

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and pouch to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

C. Coordinate Medical Evacuations

- Arrange Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborate with Embassy Management Office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- Liaison between local providers and MED during emergency evacuations
- Assist patient with medical services access in interval prior to evacuation
- Accompany patient as a medical attendant as needed

D. Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form FS-2067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Conduct regular visits to assess the course of care while hospitalized
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- Assess each new patient's immunization needs and make recommendations
- Follow CDC and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock

- Knowledge of recommended immunization schedules and management/reporting of adverse events

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services

- Control Officer for regional medical visits of MED staff
- Coordinates transmission of medication prescriptions with RMO/FSHP
- Regular communication by phone and E-mail with RMO/FSHP

G. Maintains an occupational health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary); or
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

H. Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts

- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
- Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED
- Communicates regularly with the post medical advisor

I. Must be available outside of normal embassy working hours

- Available in Embassy medical duty call after normal working hours
- Available to respond to the embassy on an emergency basis
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- May be required to travel as a medical attendant during a medical evacuation
- Attends continuing medical education conferences held outside of country as scheduled
- May be required to make hospital visits during off-duty hours to monitor an individual's care

J. Reporting requirements

- Monthly Statistics Report for Washington, and in conjunction with RMO or FSHP provides input to:
- Post Medical Capability Database
- Annual Post Health and Safety Report
- Medical portion of Post Differential Report
- Annual Update of Health and Medical Information Guide with distribution to MED
- Maintains or contributes to an Accident Report Log

K. Health Promotion Program

- Writes health promotion/education articles for the embassy newsletter
- Provides health promotion and safety activities at the embassy
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control
- Documents health promotion activities on DOS health promotions flow sheet

L. Additional Administrative Duties

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM)
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/or be a member of the Family Advocacy Program. Serves on other committees as appointed
- Maintains written or electronic record of policies and procedures for the health unit
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary
- Other duties and training as assigned by Management Officer or the RMO